
From: Bishop, Debbie
Sent: Wednesday, September 13, 2017 10:33 AM
To: Williams, David (R7); Nicholls, Jacob; Schuette, Megan; Nold, Eric; Smith, Yvonne; Luetke, Melinda; Schmaedick, Manuel; Russell, Christin; Frey, John; Krueger, Roy; Campbell, Todd; Ruiz, Adam; Buchholz, Ken; Carey, Curtis; Hernandez-Santiago, Neftali; Willis-Burr, Kimberly; Stotts, Krystal; Martin, Mike; Hayes, Scott; Bednar, Candace; Boatman, Brandon; Cashion, Kevin; Webb, Laura; Maynard, Katy; Taylor, Maren; Villaneda-VanVloten, Isabel; Miller, Michele; Phillips, John; Stevens, Jim; Pollock, Devin; Ford, Jeremy; Urban, Trevor; Bryan, David; Houston, Pamela; Sanders, LaTonya; Ortiz, Eduardo; Collier, Deanna; Murray, Annah; Davis, Todd H.; Fisher, Susan; Davis, Joe; Aaron, Mark; Ferguson, Doug
Cc: Mindrup, Mary; Huffman, Diane; Green, Jamie; Jackson, Robert W.; Flournoy, Karen; Kohler, Carla
Subject: Hurricane Harvey OVERTIME CERT FORMS - PLEASE SUBMIT
Attachments: Overtime Cert Form for SUPR.XLSX

Hi All, for those working OT hours in support of Hurricane Harvey, please submit your Overtime Certification forms to date so that they may be signed by mgmt.. and then you will be able to account for OT hours worked in your PPL+. You may send cert forms to me, I will record and have mgmt.. sign-off and they will be returned to your timekeeper.

You cannot record OT hours in your PPL+ timesheet (i.e. for Thursday-Saturday) if they have not yet been worked. You may however, record your regular hours during the day. Your timesheet will be amended next week so that your hours are accounted for. Otherwise, you can wait to record all your OT hours for your deployment upon your return.

Please let me know if you have any questions or if you need any assistance. Thank you.

Debbie M. Bishop
U.S. EPA Region 7 - Superfund Division
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Lenexa, KS 66219
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From: Bishop, Debbie
Sent: Monday, September 11, 2017 3:16 PM
To: Davis, Joe ; Fisher, Susan ; Aaron, Mark ; Ferguson, Doug ; Davis, Michael B. ; Gieseke, Andrew ; Phillips, John ; Terriquez, Joe ; Ricard, Joe ; Pritchard, Jeffrey ; Schademann, Randy
Cc: Bishop, Debbie
Subject: FW: PLEASE READ FOLLOW-UP: Hurricane Harvey PPL+ Site Charge added to your PPL+ & How to Record your Time

Hi All – Please read carefully how to site charge your time in PPL+ for your upcoming deployment to Hurricane Harvey.

For Superfund & Non-Superfund Deployed Staff - Favorites in PPL+ has been added to your PPL+. You can click to load favorites or search among your favorites. For your reference, below is a screen shot of what it looks like in PPL+. Please let me know if you have any questions or if you need any assistance.

How to Charge your Time:

- Travel to Response (outside normal business hours) is considered to be Overtime. Use the attached OT certification spreadsheet to track time.
- Travel back to R7 (outside normal business hours) will be Travel Comp Time Earned. To the extent practicable, flights home will be during normal business hours. However, in case you travel back home outside normal business hours, time will travel comp time earned. Use the attached form to record any travel comp time.
 - Upon return to R7, please submit paper OT Cert Form and TCTO form (if any earned) to Debbie Bishop. Actuals will be logged and the form will be returned to you and your timekeeper.
- Travel and/or Work on the Labor Day Holiday (Sept. 4th) is Holiday Premium Pay. Any hours over 8 on this day will be Overtime (add a new line for this).

- Work (outside of straight 8 hours) during the week is considered Overtime. Please use the OT tracking spreadsheet to track your overtime hours.
- Work during the day (straight 8 hours) will be recorded in PPL+ based upon your FAN (Fixed Account Number). For those with split FAN's (outside SUPR), this will mean that you will have to split your time based on your FAN allocation %. (Ex: staff person has their FAN split between 50% Superfund (T) and 50% EPM (B) funds. This means that (4) hours will be charged to a T FAN and (4) hours will be charged to your B FAN. See example below for a timesheet with a split FAN.
 - I have pre-loaded favorites in your PPL+ favorites based on FAN allocation.
 - You will need to record your Overtime is a separate favorite charged directly to the FEMA Mission Assignment.

									Time	Row	Reporting	Short			Account
B	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Code	Description	Account	Index		
				8.00	8.00	8.00	8.00		46.50	REGHR	Basic Pay				
									2.00	ANNLV	Ann Lv Tkn				
									8.00	HOLDY	Holiday				
									1.50	SCKLV	SickLvTkn				
									4.00	TCTOU	Travel Com				
									6.00	TREGW	Telew Reg				
									4.00	TWEHR	Telew Epis				
	11.50	11.50	3.50						26.50	OVTHR	Overtime	700871		Harvey - PROGR	
			2.50						2.50	REGHR	Basic Pay	701033		Harvey - PROGR	
			5.50						5.50	REGHR	Basic Pay	700871		Harvey - PROGR	

- Work schedule is 8-hour day. DFS should be populated with only Regular time (8 hrs, w/ no credit to be earned). Need to populate DFS to ensure that at the end of the pay period, when DFS rolls to new week, you will not lose any existing credit you have . Use the manual OT tracking spreadsheet to track your overtime.

If you have any questions or issues w/ PPL+, please contact me and I can assist.

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Overtime & Night Differential Calculator & Certification Form

Employee Name (Last, First):		Pay Period Ending Date:	
Site/Project Name:			

DAY	DATE	START	END	LUNCH	DINNER TIME TAKEN WITHIN WORK PERIOD	DINNER PERIOD HOURS	REGULAR HOURS	LEAVE	NIGHT DIFFERENTIAL APPROVED IN ADVANCE OF THE ADMINISTRATIVE WORK WEEK	OVERTIME	NIGHT DIFFERENTIAL
SUN	12/11/16										
MON	12/12/16						8.00				
TUE	12/13/16						8.00				
WED	12/14/16						8.00				
THU	12/15/16						8.00				
FRI	12/16/16						8.00				
SAT	12/17/16										
SUN	12/18/16										
MON	12/19/16						8.00				
TUE	12/20/16						8.00				
WED	12/21/16						8.00				
THU	12/22/16						8.00				
FRI	12/23/16						8.00				
SAT	12/24/16										
						TOTALS:	80.00	-		-	-

I certify that the hours posted are accurate for the work performed. I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Employee Signature _____

Date _____

Employee Supervisor Signature _____

Date _____

Superfund Deputy Division Director Signature _____

Date _____

R7 ROUTING:

- (1) Employee completes/signs
- (2) Timekeeper for PPL review/entry/rev
- (3) Supervisor for signature and PPL approval
- (4) Timekeeper for file retention